

*Template for preparing a*

# Storm Water Pollution Prevention Plan For Auto Salvage Yards



*Provided Courtesy of*  
N.H. Department of Environmental Services--N.H. Green Yards Program  
(603) 271-2938

[www.des.nh.gov/sw/greenyards](http://www.des.nh.gov/sw/greenyards)



Note:

**The existing Multi-Sector General Permit expired on April 30, 2006.**

EPA's Office of Water issued a proposed reissuance of the Multi-Sector General Permit (MSGP) on December 1, 2005 with a comment period on the proposal that closed on February 16, 2006. EPA received a large number of comments on the proposed permit and because EPA's response to those comments requires significant time and resources, EPA did not reissue the permit before the present permit's April 30, 2006 expiration date.

Facilities that **have** already obtained coverage under the old MSGP should continue to implement their Storm Water Pollution Prevention Plan (SWPP) and comply with the requirements in the MSGP.

Facilities that **have not** yet obtained coverage under the old MSGP should develop their Storm Water Pollution Prevention Plan and complete an application form for coverage under the requirements of the old MSGP until a new permit is issued.

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This template is intended to help auto recyclers obtain coverage under the National Pollutant Discharge Elimination System Multi-Sector General Permit (NPDES-MSGP) to authorize storm water from automobile salvage yards to be discharged at a point source to a receiving water of the United States. No representations are made as to the adequacy or completeness of the template. For a complete copy and explanation of the requirements, refer to the Federal Register Notice published Monday, October 30, 2000, in Volume 65, No. 210, available at: <http://www.epa.gov/npdes/pubs/msgp2000-final.pdf>.

If you are holding a paper copy of this template and wish to obtain an electronic copy, download it from the N.H. Department of Environmental Services website at [www.des.nh.gov/sw/greenyards](http://www.des.nh.gov/sw/greenyards) or contact:

N.H. Department of Environmental Services--N.H. Green Yards Program  
29 Hazen Drive, P.O. Box 95, Concord, N.H. 03302  
(603) 271-2938  
[nhgreenyards@des.nh.gov](mailto:nhgreenyards@des.nh.gov)



# ***GETTING STARTED***

## **General Background Information and Instructions for Using This Template**

### **What is a NPDES - MSGP?**

NPDES-MSGP stands for National Pollution Discharge Elimination System Multi-Sector General Permit. The NPDES-MSGP is a federal permit issued under the authority of the Clean Water Act by the U.S. Environmental Protection Agency.

The purpose of the NPDES-MSGP is to control the discharge of polluted storm water run-off from industrial activities to receiving waters of the United States. The permit applies to approximately 30 different industrial "sectors" comprised of various industrial activities identified and grouped by Standard Industrial Classification (SIC) codes, including automobile salvage yards in Sector M (SIC code 5015) and scrap recycling facilities in Sector N (SIC code 5093).

The requirement for automobile salvage yards to obtain coverage under the NPDES-MSGP has been in effect since 1995. Every five years, the permit expires and is re-issued by EPA, with amendments if warranted. The current NPDES-MSGP was issued in October 2000 and will be reissued in 2006.

Although the deadline for obtaining coverage under the current NPDES-MSGP was January 29, 2001, it is never too late to get started.

### **How can I figure out whether the permit applies to me?**

You need coverage under the NPDES-MSGP if you:

- ✓ Dismantle, wreck, or process motor vehicles to recover used parts for recycling or resale, and/or scrap material for recycling.

**AND**

- ✓ You do so on property where storm water (such as rain water or snow melt) flows to a point source (such as a ditch, swale, channel, curb, culvert, pipe, or drain inlet) which discharges to either a surface water (such as a stream, brook, river, pond, lake, canal, ocean or other surface water) or a municipal storm sewer.

### **How do I get coverage under the permit?**

To obtain coverage under the NPDES-MSGP, you must:

1. Make sure you are eligible for coverage. This requires you to determine that discharges from your auto salvage yard do NOT:
  - Jeopardize endangered or threatened species, or critical habitat; nor
  - Adversely affect property listed or eligible for listing on the National Register of Historic Places.
2. Prepare a Storm Water Pollution Prevention Plan (SWPPP) for your facility.

3. Implement the SWPPP and comply with the best management practices (BMPs) identified in the plan.
4. Submit a document called a Notice of Intent (NOI) to the U.S. Environmental Protection Agency. (A copy of the NOI form is included in Appendix A).

#### **After I get the permit, what do I need to do?**

After you obtain coverage under the NPDES-MSGP, you must:

- ✓ Continue implementing the BMPs.
- ✓ Periodically monitor storm water samples and report the data.
- ✓ Perform quarterly inspections of the facility.
- ✓ Allow federal, state, and local authorities to inspect the facility.
- ✓ Train employees.
- ✓ Implement all other provisions of the SWPPP and the permit.

Also, because the NPDES-MSGP is re-issued by EPA every five years, you must renew your coverage every five years by filing a new NOI and updating your SWPPP, as needed.

#### **How do I answer the endangered species question?**

First, check the latest county species list available from EPA ([www.epa.gov/owm/esalst2.htm](http://www.epa.gov/owm/esalst2.htm)) to find out whether there are any listed endangered or threatened species close to your facility or the point where your discharges reach a surface waterbody. Second, consult the N.H. Natural Heritage Inventory\* for information on listed species and critical habitat. If nothing is listed for your area, document the findings and you are done. If something is listed for your area, you will need to determine whether the discharges from your facility pose jeopardy to the listed species or habitat. This may require technical assistance by qualified persons.

*\*Contact the N.H. Natural Heritage Inventory c/o N.H. Department of Resources & Economic Development, 172 Pembroke Road, P.O. Box 1856, Concord, NH 03302; (603) 271-3623.*

#### **How do I answer the historic properties question?**

You need to find out whether there are any historic properties in the path of discharges at your facility or in the way of any planned construction activities at the site. Historic properties are those listed or eligible for listing on the National Register of Historic Places. You can access this list at [www.nr.nps.gov](http://www.nr.nps.gov).

Once you determine there are no historic properties affected by discharges from your facility or construction you are planning to undertake at the site, document the findings and you are done. If you find your facility may in fact impact a historic property, you can still qualify for coverage under the NPDES-MSGP by entering into a written agreement with the N.H. State Historic Preservation Officer. For assistance, contact the N.H. Division of Historical Resources, 19 Pillsbury Street, 2<sup>nd</sup> Floor, Concord, NH 03302-2043; (603) 271-3483 or (603) 271-3558.

### What is a Storm Water Pollution Prevention Plan?

A Storm Water Pollution Prevention Plan (SWPPP) is a document that:

- ✓ Describes the facility and its operations.
- ✓ Identifies potential sources of storm water pollution at the facility.
- ✓ Specifies appropriate Best Management Practices (BMPs) or pollution control measures to reduce the discharge of pollutants in storm water runoff.
- ✓ Provides for periodic storm water monitoring and analysis.

The SWPPP outlines your plans to continually assure that potential pollutants from your property do not contaminate rain or storm water run-off. The goal is to eliminate or minimize the chances of polluting storm water before it leaves your facility. Periodically, you will be expected to review the success of your SWPPP and make changes as needed.

### How do I prepare a Storm Water Pollution Prevention Plan?

Many auto recyclers hire consultants to help them with the entire NPDES-MSGP process, including permitting, preparation of the SWPPP, and setting up a sampling program. However, if you prefer to do this yourself, you can use the “fill-in-the-blanks” SWPPP template on the following pages.

### How do I use the template?

The template provides step-by-step instructions explaining how to complete the SWPPP. You can fill it in by hand or use the MS-Word version on-line to fill it in electronically.

However, **BEFORE** you actually begin filling in the blanks, you should do the following:

1. Read through the entire template before you start filling in any information. Knowing what is in the template before you start will help you move through the process more quickly and help you identify whether you need help with certain parts.
2. During the next heavy rain storm, go outside, walk around your facility, and closely observe where storm water flows. Notice how water flows off your property as well as onto your property. Make a rough sketch of the property and show where the water flows, where it ponds, and what it contacts as it flows across and off your property. Next, figure out where the storm water goes after it leaves your property. Use this information to understand how storm water can become contaminated at your site and ways to eliminate or reduce storm water contact with potential pollutants. Doing this before you begin filling out the attached template will help you better understand the process and some of the questions in the template. It will also help you recognize needed improvements, if any.

### What if I Don't Comply?

Violating provisions of the NPDES permit program can result in penalties ranging from \$2,500 - \$50,000 per day and one to three years imprisonment. In addition, if you knowingly violate the permit requirements and place another person in imminent danger or death or serious bodily injury, the penalties are more stringent.

**Where can I get more guidance?**

**At the United States Environmental Protection Agency, contact:**

Thelma Murphy  
Storm Water Coordinator  
USEPA-New England  
One Congress Street--Suite 1100 (CMU)  
Boston, MA 02114  
(617) 918-1615  
[murphy.thelma@epa.gov](mailto:murphy.thelma@epa.gov)

**At the N.H. Department of Environmental Services, contact:**

Jeffrey G. Andrews, P.E.  
N.H. Department of Environmental Services  
Wastewater Engineering Bureau  
29 Hazen Drive, P.O. Box 95  
Concord, N.H. 03302-0095  
(603) 271-2984  
fax: (603) 271-4128  
[Jeffrey.Andrews@des.nh.gov](mailto:Jeffrey.Andrews@des.nh.gov)

**Environmental Consultants:**

For a partial list of environmental consultants with storm water pollution prevention plan experience, see Appendix B.

**Helpful Website:** <http://cfpub.epa.gov/npdes/stormwater/msgp.cfm>

Copies of the forms mentioned in this template are available on the Internet at  
[http://cfpub.epa.gov/npdes/pubs.cfm?program\\_id=6](http://cfpub.epa.gov/npdes/pubs.cfm?program_id=6)

# STORM WATER POLLUTION PREVENTION PLAN

[Filled out by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_]

## STEP #1 FACILITY IDENTIFICATION AND LOCATION

Name of Facility \_\_\_\_\_

Facility Location \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Attach a general location map (such as a USGS quadrangle map) showing the location of the facility and the receiving waters (rivers, streams, lakes, ponds, ocean, etc.) within one mile of the facility. Maps are available at some bookstores, libraries and [www.topozone.com](http://www.topozone.com)

For help with determining the latitude and longitude of your facility, contact the N.H. Green Yards Program at (603) 271-2938 or [nhgreenyards@des.nh.gov](mailto:nhgreenyards@des.nh.gov).

## STEP #2 POLLUTION PREVENTION TEAM

Use the following table to assign employees at your facility specific pollution prevention tasks. Select employees who are able to perform the required tasks during the time frame you need the tasks completed. The same employee can be assigned multiple responsibilities.

RESPONSIBILITY	NAME AND/OR TITLE
Chairperson of Team	
Implementation of BMPs	
Housekeeping	
Incoming Vehicle Inspections	
Routine and Quarterly Inspections	
Visual Wet Weather Observations	
Collection of Storm Water Samples	
Spill Response	
Employee Training and Record Keeping	
Annual Comprehensive Site Compliance Review	
Annual SWPPP Review and Update	
Other (specify):	
Other (specify):	
Other (specify):	

### STEP #3 FACILITY ACTIVITIES

Check all of the following activities this facility undertakes:

- ☐ Dismantles used, wrecked, and worn-out motor vehicles for parts and scrap
- ☐ Repairs used, wrecked, and worn-out motor vehicles to return them to highway use
- ☐ Stores used, wrecked, and worn-out motor vehicles
- ☐ Stores/keeps used motor vehicle parts
- ☐ Stores used motor oil, antifreeze, gasoline, hydraulic fluid, or other vehicle fluids for recycling or reuse
- ☐ Crushes used, wrecked, and worn-out motor vehicles
- ☐ Sells used motor vehicle parts
- ☐ Sells used motor vehicles
- ☐ Sells new motor vehicles
- ☐ Cleans parts in self-contained parts washer
- ☐ Cleans parts using steam cleaner or pressure washer
- ☐ Washes vehicles/pressure washes
- ☐ Sandblasts
- ☐ Paints vehicles and vehicle components/parts
- ☐ Burns used oil
- ☐ Fuels vehicles
- ☐ Dismantles and stores appliances and/or other non-vehicle materials for scrap recycling.

In the space below, describe any other activities conducted at the site:

### STEP #4 RECEIVING WATERS AND WETLANDS

Name of the nearest surface water (seasonal or year round stream, brook, pond, river, lake) that may receive discharges from your facility: \_\_\_\_\_

How far is the above named surface water from your facility? \_\_\_\_\_

Describe any nearby wetlands (swamps, marshes, bogs) that may receive discharges from your facility (estimated size, location, distance from your facility, etc.): \_\_\_\_\_



## STEP #5 SUMMARY OF POTENTIAL POLLUTANT SOURCES

In the following table, identify all areas at your facility that are exposed to rain, snow, or storm water. Note: All areas checked "Exposed" must be shown on the Facility Site Plan (see Step #7).

INVENTORY OF AREAS & ACTIVITIES EXPOSED TO STORM WATER			
EXPOSED	NOT EXPOSED	AREA / ACTIVITY	POTENTIAL POLLUTANTS
<input type="checkbox"/>	<input type="checkbox"/>	Holding Area(s) for Incoming/Unprocessed Vehicles	Oil and grease, assorted/mixed fluids, metals, suspended solids
<input type="checkbox"/>	<input type="checkbox"/>	Dismantling Area(s)	Oil and grease, assorted/mixed fluids, metals
<input type="checkbox"/>	<input type="checkbox"/>	Fluid Removal Area(s)	Gasoline, diesel, used motor oil, transmission fluid, brake fluid, wiper fluid, antifreeze, used hydraulic oil
<input type="checkbox"/>	<input type="checkbox"/>	Fluid Storage Area(s)	Used oil, transmission fluid, brake fluid, wiper fluid, antifreeze, gasoline, diesel, oily water, solvent, hydraulic fluid, lubricating oils
<input type="checkbox"/>	<input type="checkbox"/>	Engine & Transmission Storage Area(s)	Oil and grease, metals, suspended solids, transmission oils, and automatic transmission fluid
<input type="checkbox"/>	<input type="checkbox"/>	Battery Storage Area(s)	Metals, battery acid
<input type="checkbox"/>	<input type="checkbox"/>	Tire Storage Area(s)	Suspended solids
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Storage Area(s)	Oil and grease, assorted/mixed fluids, metals, suspended solids
<input type="checkbox"/>	<input type="checkbox"/>	Core Storage Area(s)	Oil and grease, metals, suspended solids
<input type="checkbox"/>	<input type="checkbox"/>	Scrap Storage Area(s)	Oil and grease, metals, suspended solids
<input type="checkbox"/>	<input type="checkbox"/>	Pressure Washing Area(s)	Solvents, detergents, suspended solids, metals, oily water
<input type="checkbox"/>	<input type="checkbox"/>	Parts Cleaning Area(s)	Oil and grease, assorted/mixed fluids, metals, suspended solids, solvents
<input type="checkbox"/>	<input type="checkbox"/>	Painting Area(s)	Metals, solvents, suspended solids
<input type="checkbox"/>	<input type="checkbox"/>	Crushing Area(s)	Oil and grease, metals, suspended solids, assorted/mixed fluids
<input type="checkbox"/>	<input type="checkbox"/>	Spill and Soil Contamination Areas	Used oil, transmission fluid, brake fluid, wiper fluid, antifreeze, gasoline, diesel, oily water, solvents, hydraulic fluid, lubricating oils
<input type="checkbox"/>	<input type="checkbox"/>	Soil Erosion Areas	Suspended solids
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle and Equipment Maintenance Area(s)	Solvents, oil and grease, metals, suspended solids, assorted/mixed fluids
<input type="checkbox"/>	<input type="checkbox"/>	Sandblasting Area(s)	Suspended solids, metals, oil and grease
<input type="checkbox"/>	<input type="checkbox"/>	Other:	
<input type="checkbox"/>	<input type="checkbox"/>	Other:	
<input type="checkbox"/>	<input type="checkbox"/>	Other:	

### STEP #5 -- Continued

In the table below, identify all of the pollutants that are checked “exposed” in the table above.

Identified Potential Pollutants			
POLLUTANT	CHECK HERE IF EXPOSED	POLLUTANT	CHECK HERE IF EXPOSED
Used motor oil	<input type="checkbox"/>	Diesel	<input type="checkbox"/>
Used transmission fluid	<input type="checkbox"/>	Grease	<input type="checkbox"/>
Used brake fluid	<input type="checkbox"/>	Batteries	<input type="checkbox"/>
Wiper fluid	<input type="checkbox"/>	Solvents/detergents	<input type="checkbox"/>
Used antifreeze	<input type="checkbox"/>	Hydraulic fluid	<input type="checkbox"/>
Gasoline	<input type="checkbox"/>	Oily water	<input type="checkbox"/>
Mercury	<input type="checkbox"/>	Suspended solids	<input type="checkbox"/>
Assorted/mixed fluids	<input type="checkbox"/>	Metals	<input type="checkbox"/>

### STEP #6 HISTORY OF SPILLS AND LEAKS

Identify all significant spills or leaks of toxic or hazardous pollutants that occurred during the last three years. Show the location on the Facility Site Plan prepared under Step #7. If a new spill or leak occurs, add the information to this table.

Spill Date	What Spilled?	How much?	Where / what area?	How was it cleaned up?
<i>Example</i>	<i>used motor oil</i>	<i>5 gallons</i>	<i>Next to Used Oil Above-Ground Storage Tank</i>	<i>Speedi-Dri, plus removed stained soil</i>

## STEP #7 FACILITY SITE PLAN

Draw a site plan of your facility (use the grid-paper on following page or your own separate larger paper). Show and clearly identify all of the following:

- ✓ “North” direction arrow
- ✓ Property lines
- ✓ Estimated total acreage
- ✓ Adjacent streets and roads
- ✓ Entrances, exits, and internal access roads
- ✓ Buildings
- ✓ Each of the activities/areas of concern that you checked “exposed” in Step #5 above
- ✓ Location of all surface water bodies and wetlands
- ✓ Location of all catch basins, storm drain pipes, French drains, etc.
- ✓ Location of all storm water discharge and monitoring points. Label or number each point, for reference. Also, outline the area that drains to each outfall and show the type of ground cover in each area (grass, pavement, bare dirt, etc.)
- ✓ Location and description of all non-storm water discharges<sup>\*</sup>
- ✓ Floor drains and associated outlets
- ✓ Location of major spills and leaks that occurred in the last *three* years.
- ✓ Location of vehicle fueling stations
- ✓ Location of vehicle and equipment maintenance and cleaning areas
- ✓ Location and description of liquid storage tanks (including but not limited to tanks containing used motor oil, gasoline, antifreeze, and fuel oil).
- ✓ Location and source of “run-on” from adjacent property that contains or may contain significant quantities of pollutants of concern to your facility. You may also wish to include/attach an evaluation of how the quality of the storm water running onto your facility impacts your storm water discharges.

<sup>\*</sup> Non-storm water discharges include discharges of process water, air conditioner condensate, non-contact cooling water, vehicle wash water, or sanitary wastes, and often are the result of unauthorized connections of sanitary or process wastewater drains to storm sewers.

**Facility Site Plan**



## STEP #8      CORE BEST MANAGEMENT PRACTICES

Core best management practices (BMPs) are the basic operating methods all auto recyclers should implement to protect storm water from becoming polluted. Use the following checklist to identify whether you are currently implementing the core BMPs. If you are, write “YES” in the last column. If you are not yet implementing a core BMP, but will do so in the near future, write “SOON” in the last column and include the date you will begin the practice. If you can not implement a core BMP for good reason, write “NO” in the last column, state the reason the practice does not apply to your situation, and describe the alternative method you will use to achieve the same benefit.

CORE BMPs		BENEFITS	IMPLEMENTATION STATUS Record “YES,” “SOON,” or “NO” as indicated		
			“YES” I'm Doing This Already	“SOON” I will start doing this on [give date]	“NO” I can't do this, or this doesn't apply to my situation [Explain the reason and identify the alternative method(s) you will use to achieve the same benefit]
Incoming Vehicles	1. Inspect vehicles on arrival for fluid leaks, cracked batteries, and unwanted materials.	Minimizes leaking fluids. Prevents discharge of fluids, acids, and other potential pollutants to storm water, groundwater and the soil.			
	2. Place drip pans under leaking vehicles, place cracked batteries in leak tight container, and properly dispose of unwanted materials.	Prevents discharge of fluids, acids, and other potential pollutants to storm water, groundwater and the soil.			
	3. Store unprocessed vehicles in one area of the site.	Confines potential contamination to one area, resulting in less costly clean-up if leaks occur. Also, helps you to stay organized, so you know what's been processed and what has not.			
Dismantling Practices & Fluid Removal	4. Establish a dismantling routine and stick with it.	Avoids confusion and costly mistakes that can result if an important task is skipped. Avoids accidental mixing of fluids.			
	5. Remove fluids (fuel, motor oil, transmission fluids, antifreeze, brake fluid, transmission fluid, and refrigerants) soon after vehicle arrives.	Minimizes leaking fluids. Prevents discharge of fluids to storm water, groundwater, the soil, and the atmosphere.			
	6. Remove and transfer fluids from vehicle to container, and from container to container over an impervious surface (e.g., concrete) that is not exposed to precipitation or storm water run-off. Use drip pans, funnels, evacuation devices, and other appropriate spill prevention tools.	Minimizes leaking fluids. Prevents discharge of fluids to storm water, groundwater and the soil.			

CORE BMPs		BENEFITS	IMPLEMENTATION STATUS Record "YES," "SOON," or "NO" as indicated		
			"YES" I'm Doing This Already	"SOON" I will start doing this on [give date]	"NO" I can't do this, or this doesn't apply to my situation [Explain the reason and identify the alternative method(s) you will use to achieve the same benefit]
<b>Dismantling Practices &amp; Fluid Removal---</b> <i>Continued</i>	7. Drain parts prior to storage or disposal by placing them in drip pans or on drain tables or other suitable devices. Work over an impervious surface (e.g. concrete) that is not exposed to precipitation or storm water run-off.	Minimizes leaking fluids. Prevents discharge of fluids to storm water, groundwater, the soil, and the atmosphere.			
<b>Fluid Management</b>	8. Store fluids in tanks or containers that are in good condition. Inspect containers routinely.	Containers in good condition are less likely to leak or rupture. Minimizes leaking fluids.			
	9. Do not mix fluids or cross-contaminate them.	Allows fluids to be recycled and re-used. Reduces disposal costs.			
	10. Label fluid storage containers to identify the contents and comply with state and federal labeling requirements.	Helps to prevent accidental mixing of fluids and preserves ability to recycle / reuse fluids. Reduces disposal costs.			
	11. Keep fluid containers and tanks closed except when transferring fluids in or out.	Avoids accidental spills. Avoids accidental cross-contamination fluids. Minimizes fumes.			
	12. Store fluids on an impervious surface, not exposed to precipitation or storm water run-off., and not near drains.	Prevents discharge of fluids to storm water, groundwater, and the soil. Minimizes clean-up effort and costs when spills occur.			
	13. Make windshield washer fluid available for use in other vehicles. Store in containers labeled "Recovered Windshield Washer fluid".	Helps to prevent accidental mixing of fluids and preserves ability to recycle / reuse fluids. Reduces disposal costs.			
	14. Pump fuel from the fuel tanks. Remove tank and carefully pour any remaining fuel into a container over an impervious surface using a drip pan and funnel.	Minimizes leaks and spills. Prevents discharge of fluids to storm water, groundwater and the soil. Protects against MtBE contamination.			

CORE BMPs		BENEFITS	IMPLEMENTATION STATUS Record "YES," "SOON," or "NO" as indicated		
			"YES" I'm Doing This Already	"SOON" I will start doing this on [give date]	"NO" I can't do this, or this doesn't apply to my situation [Explain the reason and identify the alternative method(s) you will use to achieve the same benefit]
<b>Fluid Management---Continued</b>	15. Recycle engine oil whenever possible. Store it in containers or tanks labeled "Used Oil for Recycle" if destined for use in a used oil furnace, or "Waste Oil" if destined for disposal.	Helps to prevent accidental mixing of fluids and preserves ability to recycle / reuse fluids. Reduces disposal costs.			
	16. Recycle or reuse antifreeze whenever possible. Store it in containers labeled "Used Antifreeze for Recycle" if destined for reclamation or "Used Antifreeze for Reuse" if of sufficient quality to be reused.	Antifreeze can be particularly damaging to the environment because it exerts an extremely high oxygen demand, which can consume dissolved oxygen needed by fish and aquatic life. Recycling antifreeze minimizes these adverse effects.			
<b>Battery Management</b>	17. Remove battery as soon as feasible after vehicle enters the facility.	Minimizes risk of battery being damaged at your facility. Reduces likelihood of lead and acid contamination. Allows leaking batteries to be properly contained and handled. Minimizes exposure of batteries to rainfall.			
	18. Place cracked batteries in a leak-proof container.	Prevents discharge of battery acid and potential lead contamination to storm water, groundwater, and soil. Protects against exposure to corrosive substances.			
	19. Store batteries inside on a pallet over an impervious coated surface or, if outside, in a leak proof container, away from traffic areas. Stack in stable layers. Do not cross poles.	Reduces the risk of cracked or damaged batteries, resulting in acid leaks to storm water, surface water, groundwater, and soil. Reduces the risk of fire and explosion.			
	20. Ship batteries to a recycler on a regular basis.	Reduces excessive build-up of supplies, resulting in a lower risk of damage and potential leaks.			

CORE BMPs		BENEFITS	IMPLEMENTATION STATUS Record "YES," "SOON," or "NO" as indicated		
			"YES" I'm Doing This Already	"SOON" I will start doing this on [give date]	"NO" I can't do this, or this doesn't apply to my situation [Explain the reason and identify the alternative method(s) you will use to achieve the same benefit]
Storing Contaminated Parts & Vehicle Components	21. Store engines, transmissions, and other greasy, oily parts on an impervious surface (e.g., concrete), preferably in a water tight container like a covered roll-off dumpster.	Minimizes leaks and spills. Prevents discharge of fluids and hydrocarbon residues to storm water, groundwater and the soil.			
	22. Cover or otherwise keep engines, transmissions, and other greasy oily parts from being exposed to precipitation or storm water run-off.	Prevents discharge of fluids and hydrocarbon residues to storm water, groundwater and the soil.			
	23. Store empty fuel tanks on an impervious surface in a well-ventilated area, not exposed to precipitation or storm water run-off.	Minimizes leaks and spills. Prevents discharge of fluids to storm water, groundwater and the soil. Protects against MtBE contamination. Reduces fire and explosion hazards.			
Cleaning Parts / Washing Equipment	24. Perform all parts cleaning operations indoors, or cover and berm outside cleaning areas. Perform this activity on an impervious surface.	Minimizes exposure of solvents and removed oil, grease, and debris to storm water. Helps prevent contamination of soil, groundwater, or storm water with potentially hazardous waste. Parts washing and steam-cleaning discharges are unauthorized non-storm water discharges that must be eliminated.			
	25. Clean or pre-clean parts by dry brushing. Collect and properly dispose of the brushed off residue.	Reduces the amount of solvent and residue that must be disposed of and could leak or spill. Avoids handling, storage, and disposal problems that could be associated with large volumes of cleaners. Reduces cost of purchasing cleaners.			
	26. Clean parts using minimal amounts of solvents or detergents.	Reduces the amount of solvent and residue that must be disposed of and could leak or spill. Avoids handling, storage, and disposal problems that could be associated with large volumes of cleaners.			



CORE BMPs		BENEFITS	IMPLEMENTATION STATUS Record "YES," "SOON," or "NO" as indicated		
			"YES" I'm Doing This Already	"SOON" I will start doing this on [give date]	"NO" I can't do this, or this doesn't apply to my situation [Explain the reason and identify the alternative method(s) you will use to achieve the same benefit]
Cleaning Parts / Washing Equipment --Con't	27. Recycle and reuse cleaning fluids where practical.	Reduces amounts of used solvents that must be disposed of and could leak or spill.			
	28. Use phosphate-free biodegradable detergents. Consider using detergent based or water-based cleaning systems in place of organic solvent degreasers.	Phosphate-free detergents are less likely to cause excessive algal blooms in receiving waters. Reduces phosphorous loadings to municipal waste water treatment plants (if discharged to sanitary sewer). Detergent- and water-based cleaners are generally less toxic than organic solvents, and are easier to handle and dispose of, and are typically less expensive.			
	29. Capture and recycle wash water, or have a licensed disposal company remove it from the site. Do not let it run to ground, down a drain, or into a septic system.	Reduces water usage and quantity of waste water requiring costly disposal. Prevents discharge of contaminants to storm water, groundwater, and the soil.			
Crushing Practices	30. Crush vehicles only after all fluids and hazardous components have been removed.	Minimizes spillage. Prevents discharge of fluids like mercury to storm water, groundwater, the soil, and the atmosphere.			
	31. Collect residual crusher fluids in a spill-proof container and protect the ground surface around the crusher at all locations where fluids may spill or leak during operation.	Minimizes spillage. Prevents discharge of fluids to storm water, groundwater, and the soil.			
	32. Dispose of the mixed residual crusher fluids properly. Do not allow the fluids to drain onto the ground and do not pour them into another vehicle waiting to be crushed.	Minimizes spillage. Prevents discharge of fluids to storm water, groundwater, and the soil.			
	33. Keep the drain within the crusher clean so that the fluids do not collect and overflow from the crusher onto the ground.	Minimizes spillage. Prevents discharge of fluids to storm water, groundwater, and the soil.			

CORE BMPs		BENEFITS	IMPLEMENTATION STATUS Record "YES," "SOON," or "NO" as indicated		
			"YES" I'm Doing This Already	"SOON" I will start doing this on [give date]	"NO" I can't do this, or this doesn't apply to my situation [Explain the reason and identify the alternative method(s) you will use to achieve the same benefit]
<b>Crushing Practices- -Continued</b>	34. Transfer fluids to containers over an impervious surface only, using drip pans and funnels.	Minimizes spillage. Prevents discharge of fluids and, and the soil.			
	35. Keep the crusher and other equipment clean, by cleaning off oil, grease, and residue. Properly dispose of cleaning rags.	Reduces the wash-off of these contaminants during storm events and helps improve the efficiency of maintenance activities. Leaky valves and joints can be more easily detected.			
<b>Preventive Maintenance / Risk Management</b>	36. Periodically inspect facility equipment for leaks, spills, and malfunctioning, worn or corroded parts. Check tanks, valves, hoses and containers for signs of wear, weakness, or leaks.	Finds small problems before they become costly big problems. Minimizes leaks. Prevents discharge of fluids to storm water, groundwater, and the soil.			
	37. Keep valves on secondary containment in the "off" position and locked at all times, except when collected water is being removed.	Minimizes leaks. Prevents discharge of fluids to storm water, groundwater, and the soil.			
	38. Repair malfunctioning equipment that is responsible for any leak or spill as soon as possible.	Finds small problems before they become costly big problems. Minimizes leaks. Prevents discharge of fluids to storm water, groundwater, and the soil.			
	39. Train employees to implement BMPs and storm water management procedures, especially during the wet season and prior to rain or snow events. Provide training to all employees when initially hired. Provide refresher training at least once per year.	Helps ensure things are done properly at your facility. Protects your property value and business-standing in the community. May reduce insurance rates. Decreases risk of injury and illness related to unsafe or inappropriate work procedures.			
	40. Inspect your facility regularly (at least quarterly) to ensure all appropriate BMPs are being implemented. Increase inspections during periods of rainy weather.	Identifies problems before they become big and costly. Protects your property value and business-standing in the community. May reduce loss-claims and related insurance rates. Decreases risk of injury and illness due to unsafe and contaminated conditions.			

CORE BMPs		BENEFITS	IMPLEMENTATION STATUS Record "YES," "SOON," or "NO" as indicated		
			"YES" I'm Doing This Already	"SOON" I will start doing this on [give date]	"NO" I can't do this, or this doesn't apply to my situation [Explain the reason and identify the alternative method(s) you will use to achieve the same benefit]
Spill Response	41. Establish clean-up procedures for spills, including use of dry absorbent materials or other clean-up methods to collect, dispose of, or recycle spilled or leaked fluids.	Established procedures result in fast, effective response during "panic" situations. Minimizes impacts from leaks. Lessens discharge of fluids to storm water, groundwater, and the soil.			
	42. Immediately contain and clean-up spills.	Minimizes impacts from leaks. Lessens discharge of fluids to storm water, groundwater, and the soil.			
	43. Keep spill clean-up equipment and an adequate supply of clean-up materials, such as dry absorbents, at locations where spills are most likely to occur.	Provides quick, effective clean up of spills that, if not quickly addressed, could require professional help. Minimizes impacts from leaks. Lessens discharge of fluids to storm water, groundwater, and the soil.			
	44. Routinely train staff on how to respond in emergency situations.	Well-trained staff will quickly and effectively respond to spills, and prevent small problems from becoming major problems.			
	45. Properly dispose of contaminated clean-up materials. Never pour liquids or dry materials down a storm drain. Never hose a spill or the dry absorbent materials.	Minimizes impacts from leaks. Lessens discharge of fluids to storm water, groundwater, and the soil.			
Storm Water & Erosion Control	46. Do not use vehicle fluids, oil, or fuels for dust control or weed control.	Prevents contamination.			
	47. Divert storm water away from storage and processing areas.	Keeps storm water discharges clean.			
	48. Erosion of soil materials is minimized and controlled.	Keeps storm water discharges clean.			

**STEP #9      ADDITIONAL AND ALTERNATIVE BEST MANAGEMENT PRACTICES**

Add other BMPs you will implement to protect storm water from becoming polluted. Include each of the alternative BMPs you identified in the above table (see Step 8) as part of any “NO” explanation you provided. Also include any special provisions needed to protect endangered or threatened species, critical habitat, or historic properties, if such special provisions are required for permit eligibility.

ADDITIONAL & ALTERNATIVE BMPs	BENEFITS	IMPLEMENTATION STATUS— Record YES or SOON as indicated	
		“YES” I'm doing it already	“SOON” I will start doing it on [give date]

## STEP #10 PREVENTIVE MAINTENANCE

You must regularly inspect and maintain storm water management devices, such as cleaning oil/water separators, catch basins, and diversion swales. You must also regularly inspect, test, maintain, and repair facility equipment and systems to avoid breakdowns or failures that may result in discharges of pollutants to surface waters. For example, crushers should be cleaned on a regular basis and the hydraulic lines should be routinely checked to guard against rupture.

In the table below, list all devices and equipment at your facility that should be regularly checked, maintained, and repaired. Describe what you will do.

Device/Equipment	How often will you inspect this device or equipment?	What will you look for?	Who is responsible for doing this?

## STEP #11 SPILL PREVENTION AND RESPONSE PROCEDURES

You must implement procedures for preventing and responding to spills. Select the procedures you will implement from the list below. **Consider implementing all of the procedures:**

- ☐ Inspect vehicles arriving at the site for leaks. Use drip pans to capture and contain leaks.
- ☐ Remove fluids from vehicles, parts, and cores in one centralized location and over an impervious surface, for example, concrete. Plug or seal all hoses after draining.
- ☐ Use drip pans, funnels, mechanical pumps, and hoses when removing and transferring fluids.
- ☐ Drain parts and cores on a drain table or similar device before moving them to a storage area.
- ☐ Place fluids in leak-tight, non-breakable, labeled storage containers, or tanks immediately after draining. Keep the containers and tanks tightly closed, except when adding or removing fluids.
- ☐ Store fluids on an impervious surface under cover and in a place where the containers will not be accidentally tipped over. Provide secondary containment, as required.
- ☐ Regularly inspect fluid containers and tanks for leaks, rust, dents, or other deterioration.
- ☐ Keep facility equipment, such as crushers, forklifts, hydraulic lifts, company vehicles, and fluid transfer equipment in good condition and free of leaks. Inspect quarterly for signs of leakage.
- ☐ Do not crush vehicles on bare ground. Clean vehicle crushers regularly by wiping up and properly disposing of accumulated grease and oil--this will reduce the chance for contaminating storm water.
- ☐ If you have many small spills or use a large quantity of sorbents, for example, Speedi-Dri, review your spill prevention strategies and find ways to improve them.
- ☐ Train employees in proper spill response procedures.
- ☐ Clean up spills right away! **First**, eliminate the source of the spill. **Second**, take action to keep the spill from spreading. **Third**, remove and properly dispose of all spilled and contaminated material.
- ☐ Keep spill sorbents (material to soak up the spill) and a “spill kit” in each area where fluids are handled and stored.
- ☐ Dispose of sorbents properly. Sorbents contaminated with oil usually can be disposed of with the regular trash. Sorbents contaminated with gasoline should be disposed of as a hazardous waste, unless testing proves otherwise. To find out what to do, call the DES Hazardous Waste Section at (603) 271-2942.
- ☐ Minimize the amount of contaminated sorbent you toss out.
- ☐ Do not hose contaminated granular sorbents with water. Shovel or sweep the granular absorbent from the spill area and place it in a proper disposal container.
- ☐ Report all petroleum spills involving 25 gallons or more. Also report any spill that is not cleaned up within 24 hours, and any spill that contaminates groundwater or surface water. Call DES at (603) 271-3644 Monday through Friday from 8:00 a.m. to 4:00 p.m. All other times, call the State Police at (603) 271-3636 or 1-800-346-4009.

## STEP #12 STORM WATER MONITORING

### **Monitoring Frequency**

You must monitor the quality of storm water at each point where it discharges from your property. Monitoring must occur during a qualifying rain event (see explanation below) on a quarterly basis (at least once during each of the following time periods: January-March, April-June, July-September, and October-December.)

### **Type of Monitoring**

Visual monitoring is required each quarter of each year (for details, see form on next page). In addition to the visual monitoring, laboratory testing is required during certain years. Under the current NPDES-MSGP, which was issued in October 2000, laboratory testing was required for all quarterly samples collected during the second year of the permit (October 2001 - September 2002) and the fourth year of the permit (October 2003 - September 2004), for the contaminants shown in the following table. If the benchmark levels were not exceeded during the second year, you can seek approval to not do laboratory testing during the fourth year. If you are obtaining coverage under the NPDES-MSGP after the specified mandatory testing dates, consider voluntarily testing your storm water discharges quarterly during the your first year, to obtain valuable data about your facility and to show good faith.

Test Parameter	Benchmark Level
Total Suspended Solids (TSS)	100 mg/L
Iron	0.75 mg/L
Aluminum	1.0 mg/L
Lead	0.0816 mg/L

### **Qualifying Rain Event**

Storm water monitoring requires a qualifying rain event in order to provide accurate results. Specifically, samples should be collected when the following conditions exist:

- ✓ There must have been no rain in the previous three days (72 hours) of the sampling event.
- ✓ Sampling should not begin until the storm has produced a minimum of 0.1 inches rainfall.
- ✓ Samples should be collected in the first 30 minutes of the storm or as soon as there is adequate flow at the sampling location.

Accurate storm water sampling information requires a rain gauge (from any hardware store) mounted in a place such as a door rack or a front-end rack so it is not shielded or blocked from rain and where it will not receive runoff from a roof.

### **Reporting Requirements**

Visual monitoring results should be maintained with the SWPPP (see form on next page).

Laboratory test results must be sent to EPA on a Discharge Monitoring Report (DMR). A copy of the DMR form is included in Appendix A and is also available at: [www.epa.gov/npdes/pubs/dmr.pdf](http://www.epa.gov/npdes/pubs/dmr.pdf). Keep copies of all DMRs with your SWPPP. Also keep the original laboratory-issued test results with your SWPPP.

### **Selecting a Laboratory**

A partial list of accredited laboratories is included in Appendix C.

## VISUAL MONITORING QUARTERLY REPORT FORM

Use this form to document your quarterly visual storm water monitoring results. Make copies of this page to use for each quarter and each outfall/discharge point at your site. Keep the results with your SWPPP for at least three years following the permit expiration date.

**Quarterly report for:** ☐ Jan. - Mar. ☐ Apr. - June ☐ July - Sept. ☐ Oct. - Dec.

**Examination date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ AM/PM

**Outfall/sampling location:** \_\_\_\_\_ **Nature of discharge:** ☐ rain ☐ snow melt ☐ no discharge this quarter

**Storm duration:** \_\_\_\_\_ **Rainfall Measured:** \_\_\_\_\_ inches **Date of Last Qualifying Storm:** \_\_\_\_\_ **Sample Volume:** \_\_\_\_\_

Do you see...?	YES (describe) / NO	Potential Source (Anything seem to be different or out of place?)	Corrective Action (What did you do to fix the problem?)
Discoloration of the water?			
Odor, (gasoline, anti-freeze)?			
Turbidity (is the water cloudy or clear)?			
Material floating on water surface?			
Solids settling to bottom of container?			
Solids suspended in water?			
Foam or suds?			
Oil sheen?			
Other unusual conditions?			

**Name/title of person performing examination:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



## STEP #13 ROUTINE FACILITY INSPECTIONS

*You must inspect your facility on a quarterly basis, or more often as needed. Use the following form to document the results.*

Quarterly report for: ☐ Jan. - Mar ☐ Apr. - June ☐ July - Sept. ☐ Oct. - Dec. Inspection Date \_\_\_\_\_  
 Inspected by: \_\_\_\_\_ Title: \_\_\_\_\_

AREA/ACTION	WHAT DID YOU SEE?	WHAT DID YOU DO ABOUT IT?
<b>Vehicle Holding Area:</b>		
Look at each vehicle for leaks, clutter, other problems.		
<b>Dismantling Area:</b>		
Check for stains, spills, leaks of fluids.		
Is dismantling being done in the designated area?		
Are fluids drained properly when vehicles arrive?		
<b>Fluid Storage Area:</b>		
Check all fluid containers for leaks, levels, labeling, and housekeeping.		
Ensure that fluid containers are securely capped and that funnels and drip pans are readily available.		
<b>Inside Parts Storage Area:</b>		
Ensure drip pans are in place if necessary.		
Inspect for leaks and spills.		
Ensure parts are stored on racks or pallets.		
<b>Outside Parts Storage Area:</b>		
Ensure parts are completely drained before storage.		
Ensure parts are stored off the ground.		
Inspect for leaks and spills.		

AREA/ACTION	WHAT DID YOU SEE?	WHAT DID YOU DO ABOUT IT?
<b>Vehicle Storage Area:</b>		
Ensure all fluids have been removed from vehicles.		
Ensure all batteries have been removed from vehicles.		
Check for leaks, spills, other problems.		
<b>Parts Washing/Pressure Washing Area:</b>		
Ensure no wash water runs to ground, down a drain, or into septic system.		
If solvent sink is used, assure regular servicing and proper disposal of spent solvent.		
<b>Core &amp; Scrap Storage Areas</b>		
Ensure cores are completely drained before storage		
Ensure cores are stored under cover over an impervious surface or out of the rain.		
<b>Crushing Area:</b>		
Ensure all fluids and batteries have been removed from vehicles before crushing.		
Inspect crusher for leaks and spills.		
<b>Storm Water Sampling Location:</b>		
Ensure sample point is accessible and clean.		
Ensure nothing is stored around the sample point.		
<b>Equipment Maintenance Area:</b>		
Evaluate each piece of equipment for leaks.		
Repair any hydraulic lines, hoses, cylinders, etc. promptly		

## STEP #14 ANNUAL EMPLOYEE TRAINING RECORD

You must provide training for all employees who are responsible for implementing activities identified in this plan (i.e., the employees identified in Step #2) and all employees that work in areas where auto recycling activities are exposed to storm water (see Step # 5). Topics to be covered during the training include:

- ☒ The purpose and requirements of the Storm Water Pollution Prevention Plan.
- ☒ Spill prevention, response, and reporting procedures.
- ☒ Management of automotive fluids, including fuel, used motor oil, antifreeze, wiper fluids; transmission fluids, and hydraulic fluids.
- ☒ Management of used mineral spirit and solvent.
- ☒ Good housekeeping practices and material management practices.
- ☒ Lead-acid battery management.
- ☒ Parts handling and storage.
- ☒ Current and proposed best management practices.
- ☒ Other: \_\_\_\_\_

*Have each employee at the training sign a sheet (sample below). Give the date and name of the instructor.*

### ANNUAL EMPLOYEE STORM WATER POLLUTION PREVENTION TRAINING

**Facility Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE

**Comments:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## STEP #15    COMPREHENSIVE SITE EVALUATION REPORT

At least once yearly, you must review your SWPPP and make changes to improve it if necessary. Use the following checklist to review, document, and make the appropriate changes to your SWPPP and the facility.

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

ITEMS TO CHECK	YES	NO	OBSERVATION	DEFICIENCIES TO CORRECT (implement in 14 days)
Is pollution prevention team current?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the facility site plan accurate?	<input type="checkbox"/>	<input type="checkbox"/>		
Are BMPs being implemented according to schedule?	<input type="checkbox"/>	<input type="checkbox"/>		
Are the BMPs working?	<input type="checkbox"/>	<input type="checkbox"/>		
Do BMPs need to be changed or added?	<input type="checkbox"/>	<input type="checkbox"/>		
Is storm water sampling and evaluation being conducted on schedule?	<input type="checkbox"/>	<input type="checkbox"/>		
Do the discharge monitoring reports show problems?	<input type="checkbox"/>	<input type="checkbox"/>		
Do the discharge monitoring reports show improvement?	<input type="checkbox"/>	<input type="checkbox"/>		

ITEMS TO CHECK	YES	NO	OBSERVATION	DEFICIENCIES TO CORRECT (implement in 14 days)
Were there any spills during the past year?	<input type="checkbox"/>	<input type="checkbox"/>		
Is your inventory of potential pollutants still accurate?	<input type="checkbox"/>	<input type="checkbox"/>		
Are your structural BMPs (retention ponds, swales, berms) being maintained?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the facility maintain good housekeeping?	<input type="checkbox"/>	<input type="checkbox"/>		
Has your annual pollution prevention training been performed and documented?	<input type="checkbox"/>	<input type="checkbox"/>		
Other:	<input type="checkbox"/>	<input type="checkbox"/>		

***For each Comprehensive Site Evaluation Report, an authorized representative must sign the statement below.***

### **Management Review and Certification**

I certify, under penalty of law, that this Comprehensive Site Evaluation Report and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## STEP #16 NON-STORM WATER DISCHARGE CERTIFICATION

You must certify that all storm water discharge points (outfalls) have been evaluated or tested for the presence of “non-storm water discharges.” To assist in making the required determination, answer the following questions. Keep this information on file with your SWPPP records and make it available for inspection when requested.

In the table below, identify all non-storm water discharges at your facility. If there are none, write “NONE” in the table and place your initials next to it.

[Note: If there are non-storm water discharges at your facility, you must determine whether they are allowable (see Section 1.2.2.2 of the NPDES-MSGP). If not, you must immediately discontinue the discharge or seek necessary approvals.]

Potential Significant Sources of Non-Storm Water at This Facility	Where Does it Discharge?	Date Discharge Was Tested or Evaluated	Test / Evaluation Method	Test/Evaluation Results

As described above, all discharges (outfalls) have been tested or evaluated for the presence of non-storm water. To the best of my knowledge, this facility does ☐ / does not ☐ have non-storm water discharges.

I certify, under penalty of law, that this Non-Storm Water Discharge Evaluation and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

### STEP #17 ATTACHMENTS

*Attach the following information and documentation to SWPPP.*

- ☒ Endangered Species Eligibility documentation
- ☒ Historic Property Eligibility documentation
- ☒ Copy of permit requirements (published in Federal Register Vol. 65, #210, 10-30-00)
- ☒ USGS area map required under Step #1
- ☒ Facility site plan prepared under Step #7
- ☒ Sampling/analysis data required under Step #12
- ☒ Non-storm Water Discharge Certification completed under Step #16
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### STEP #18 ELIGIBILITY DETERMINATION

I certify under penalty of law that I have read and understand the Part 1.2 eligibility requirements for coverage under the multi-sector storm water general permit including those requirements relating to the protection of endangered or threatened species or critical habitat. To the best of my knowledge, the storm water and allowable non-storm discharges authorized by this permit (and discharged related activities), pose no jeopardy to endangered or threatened species or critical habitat, or are otherwise eligible for coverage under Part 1.2.3.6 of the permit. To the best of my knowledge, I further certify that such discharges and discharge related activities do not have an effect on properties listed or eligible for listing on the National Register or Historic Places under the National Historic Preservation Act, or are otherwise eligible for coverage under Part 1.2.3.7 of the permit. I understand that continued coverage under the multi-sector storm water general permit is contingent upon maintaining eligibility as provided for in Part 1.2.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### STEP #19 SWPPP CERTIFICATION

I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# APPENDIX A

## FORMS

- \* NPDES Discharge Monitoring Report (DMR) Form & Instructions.
- \* Notice of Intent (NOI) for Storm Water Discharges Associated with Industrial Activity Under the Multi-sector NPDES General Permit & Instructions.
- \* No Exposure Certification for Exclusion from NPDES Storm Water Permitting & Instructions.



**APPENDIX B**

**ENVIRONMENTAL CONSULTANTS**

**Partial List of Consultants with Storm Water Pollution Prevention Plan and/or Salvage Yard Experience**

**Ambit Engineering Inc.**

200 Griffin Road #3  
Portsmouth, NH 03801  
(603) 430-9298

**Appledore Engineering**

Ste 305, 15 Rye Street  
Portsmouth, NH 03801  
(603) 433-8818

**Arc Environmental Consultants Inc.**

PO Box 116  
Gilmanton Iron Works, NH 03837  
(603) 364-2828

**Aries Engineering Inc.**

46 South Main Street  
Concord, NH 03301  
(603) 226-0008

**Bedford Design Consultant**

136 Harvey Road Unit 4  
Londonderry, NH 03053-7439  
(603) 622-5333

**Burd Engineering**

105 Loudon Road, Bldg. #1  
Concord, NH 03301  
(603) 224-6888

**Civil Works Inc.**

PO Box 1166  
Dover, NH 03821-1166  
(603) 749-7348

**CLD Consulting Engineers Inc.**

540 Commercial Street  
Manchester, NH 03101  
(603) 668-8223

**Clough Harbour & Associates**

11 King Court  
Keene, NH 03431  
(603) 357-2445

**Dubois & King Inc.**

100 Perimeter Road  
Nashua, NH 03063  
(603) 883-0463

**Dufresne-Henry Inc.**

175 Canal Street  
Manchester, NH 03101-2335  
(603) 669-8672

**Eastview Environmental Consulting & Field Services**

28 Kaufman Drive  
Peterborough, NH 03458  
(603) 924-7491

**Emanuel Engineering Inc.**

118 Portsmouth Avenue  
Stratham, NH 03885  
(603) 772-4400

**ENSR International**

401 Gilford Avenue  
Gilford, NH 03249  
(603) 524-8866

**Environmental & Industrial Waste Management**

29 Rumford Street  
Concord, NH 03301  
(603) 224-0563

**Envirosense Inc.**

1 Commons Drive #F34  
Londonderry, NH 03053  
(603) 437-8227

**Fluet Engineering Associates Inc.**

PO Box 7014, Village West II  
Gilford, NH 03247  
(603) 524-1166

**GeoInsight Inc.**

75 Gilcrest Road  
Londonderry, NH 03053  
(603) 434-3116

**Geoserve Inc.**

2706 2<sup>nd</sup> NH Tpk  
Deering, NH 03244  
(603) 464-3265

**H.E. Bergeron Engineers**

2605 White Mountain Hwy  
North Conway, NH 03860  
(603) 356-6936

**Hayner.Swanson Inc.**

3 Congress Street  
Nashua, NH 03062-3399  
(603) 883-2057

**Holden Engineering & Surveying Inc.**

PO Box 480, 19 Triangle Park Drive  
Concord, NH 03302-0480  
(603) 225-6449

**Hoyle Tanner & Associates**

150 Dow Street  
Manchester, NH 03101  
(603) 669-5555

**Jaworski Geotech Inc.**

150 Jachary Road, Ste 1  
Manchester, NH 03103  
(603) 647-9700

**Jones & Beach Engineers**

PO. Box 219, 85 Portsmouth Avenue  
Stratham, NH 03885  
(603) 772-4746

**Keach-Nordstrom Associates**

10 Commercial Park N Ste 3B  
Bedford, NH 03110  
(603) 627-2881

**Maynard & Paquette Engineering Associates LLC**

23 East Pearl Street  
Nashua, NH 03857  
(603) 883-8433

**Meisner Berm Corp.**

151 Main Street #5  
Salem, NH 03079  
(603) 893-1977

**Meridian Land Services Inc.**

PO Box 118  
Milford, NH 03055-0118  
(603) 673-1441

**MHF Design Consultants**

103 Stiles Road, Suite 1  
Salem, NH 03079  
(603) 893-0720

**MJS Engineering PC**

PO Box 359, 5 Railroad Street  
Newmarket, NH 03857  
(603) 659-4979

**NE Environmental Tech**

310 Main Street  
Groveton, MA 01834  
(978) 521-1111

**Nobis Engineering Inc.**

18 Chenell Drive  
Concord, NH 03301  
(603) 224-4182

**Norway Plains Associates**

PO Box 249, 2 Continental Boulevard  
Rochester NH 03866-0249  
(603) 335-3948

**Oest Associates Inc.**

343 Gorham Road  
South Portland, ME 04106-2317  
(207) 761-1770

**Pathways Consulting LLC**

12 Great Hollow Road  
Hanover, NH 03755  
(603) 643-3511

**Provan & Lorber Inc.**

101 Cottage Street  
Littleton, NH 03561  
(603) 444-6301

**Rist-Frost-Shumway Engineering PC**

71 Water Street  
Laconia, NH 03246  
(603) 524-4647

**T.F. Moran Inc.**

48 Constitution Drive  
Bedford, NH 03110  
(603) 472-4488

**The HL Turner Group**

27 Locke Road  
Concord, NH 03301  
(603) 228-1122

**Vanasse Hangen Brustlin**

6 Bedford Farms, #607  
Bedford, NH 03110  
(603) 644-0888

**W.G. Howard LLS Inc.**

One Grandview Road  
Bow, NH 03304  
(603) 228-1645

**Weston Solutions Inc.**

1 Wall Street  
Manchester, NH 03101  
(603) 656-5400

**White Mountain Survey Company Inc.**

PO Box 440, 1270 Route 16  
Ossipee, NH 03864  
(603) 539-4118

**Woodard & Curran**

5 Dartmouth Drive, Suite 102  
Auburn, NH 03032  
(603) 624-8700

*The N.H. Department of Environmental Services does not endorse or assume any responsibility for the services provided by the consultants on this list, nor does DES intentionally exclude other consultants from this list. Storm Water Pollution Prevention Plans do NOT require the stamp of a licensed professional engineer.*

*For a list of environmental site assessment consultants, see [http://www2.des.state.nh.us/OneStop/ORCB\\_Web\\_Reports\\_Menu.aspx](http://www2.des.state.nh.us/OneStop/ORCB_Web_Reports_Menu.aspx).*

## APPENDIX C

### NEW HAMPSHIRE LABORATORIES

## Partial List of Accredited Environmental Laboratories in New Hampshire



AMRO Environmental Laboratories #1001 111 Herrick Street Merrimack, NH 03054 (603) 424-2022	Analytics Environmental Laboratory LLC #1002 195 Commerce Way Portsmouth, NH 03801 (603) 436-5111
Aquarian Analytical Inc. #1004 153 West Road Canterbury, NH 03224 (603) 783-9097	Eastern Analytical Inc. #1012 25 Chenell Drive Concord, NH 03301 (603) 228-0525
Chemserve Inc. #1008 317 Elm Street Milford, NH 03055 (603) 673-5440	Granite State Analytical Inc. #1015 22 Manchester Road Derry, NH 03038 (603) 432-3044
Fall Mountain Water Testing Inc. #1314 16 Main Street Charlestown, NH 03603 (603) 826-5032	Resource Laboratories #1732 124 Heritage Ave Portsmouth, NH 03801 (603) 436-2001
N.H. Dept. of Environmental Services Lab Services Unit #3000 29 Hazen Drive Concord, NH 03301 (603) 271-3445	
Seacoast Analytical Services #1733 72 Pinkham Road Lee, NH 03824 (603) 868-1457	

This is a partial list of accredited laboratories in New Hampshire that may be able to analyze storm water samples from auto recycling facilities in accordance with the NPDES storm water discharge permit requirements in 40 CFR 122. For a complete list of accredited laboratories, visit the DES website at [www.des.nh.gov](http://www.des.nh.gov).

The N.H. Department of Environmental Services does not endorse or assume any responsibility for the services provided by the vendors listed in this document, nor does DES intentionally exclude any other vendors from this list. Before selecting a laboratory, call first to get information on rates, fees, and scope of services, as well as to obtain sampling containers and sampling instructions.